



## Making healthy decisions when planning an Intermountain or SelectHealth meeting will support the LiVe Well and Shared Accountability initiatives

**LiVe Well Healthy Meetings include three key components:**

1. The majority of meetings DO NOT require a meal or snack; use the guidelines to determine if a meeting meets the criteria to provide catering.
2. When the meeting schedule fits the criteria for providing food and/or beverages, follow the guidelines to choose catering wisely.
3. Incorporate physical activity in meetings that last more than one hour.

### GUIDELINES FOR SCHEDULING MEETINGS

- Avoid scheduling meetings during meal times; breaks from work during the day are important for everyone
- Build in time to transition between meetings to allow for stretches and breaks
- Build physical stretch breaks into meeting agendas when the meeting lasts more than one hour; allow participants to stand during meetings
- Build in a 15-minute physical activity break during a full-day meeting, in addition to short 5-minute breaks

### GUIDELINES FOR CHOOSING CATERING WISELY

- Order catering from Intermountain's Lighter Fare Catering Menu, where available
- Order smaller portions and use smaller plates
- Request light sauces and salad dressings served on the side
- Choose whole grains
- Select broth-based soups instead of cream-based soups
- Avoid fried foods
- Omit sugar-sweetened sodas
- Omit dessert or select a healthy option

### GUIDELINES FOR CATERING MEETINGS

*The majority of meetings do not require a meal or snack; use these guidelines to determine when catering is appropriate and if applicable, how to choose catering wisely:*

- Healthy beverages and snacks may be served during a meeting scheduled for more than two hours or an employee celebration event
- A healthy continental breakfast may be provided during a meeting which begins earlier than 7 am
- If a meeting is required during a lunch hour, please refer to the guidelines for choosing catering wisely
- If catering is provided, obtain RSVPs before ordering to eliminate waste
- A water decanter or pitcher used with Intermountain paper cups is the preferred beverage



#### Continental Breakfast Suggestions

- Fresh fruit
- Yogurt, granola
- Whole grain breads, bagels, or small muffins

#### Healthy Snack Suggestions

- Fruit (whole, cut, or dried)
- Nuts and seeds
- Reduced-fat cheese (string cheese)
- Trail or snack mix lower in fat and sodium